



Business Communication Check

by Petra Navel Business English Coach



Welcome to your Business Communication Check

This short self-assessment is designed to help you reflect on how you communicate in English at work – not how "correct" your English is.

It's not a grammar test.

It's a reflection tool to help you understand:

- how your language habits reflect your cultural background,
- where your communication already works well, and
- where small mindset shifts can make a big difference.

About this Check – and why I created it

I'm Petra Navel, a bilingual Business English and Intercultural Coach from Lilienthal near Bremen.

I work with professionals and leaders who already use English every day – but who sometimes feel they don't sound as natural, clear, or confident as they could.

In my coaching sessions, I combine:

- Insights from Neurolanguage Coaching®,
- intercultural awareness, and
- practical communication strategies

to help my clients speak English with more ease, presence, and authenticity.

Over the years, I've seen that most people don't need more vocabulary or grammar.

They need a new way of thinking about how they communicate.

That's why I created this Business Communication Check – to help you notice how your language, your mindset, and your culture shape your English communication.

It's not about learning more – it's about using what you already know, more effectively.

Take a few minutes, answer each question intuitively, and see what you discover.

Self-Assessment

10 Questions to Discover Your Communication Style

Instruction:

Choose the option that feels most like you.

There are no wrong answers – only insights.

1. Directness

When you disagree in English, you usually...

- A. soften your message a lot to stay polite.
- B. explain carefully, but it takes time to reach your point.
- C. express your opinion clearly and respectfully.

2. Politeness vs. Clarity

When you write emails in English, your tone is usually...

- A. very polite and formal – like a German business letter.
- B. polite but sometimes longer than needed.
- C. precise, friendly and to the point.

3. Simplicity (KISS)

When you present or explain something in English...

- A. I use complex sentences and precise vocabulary.
- B. I try to sound professional, but it feels heavy.
- C. I keep it short, clear and easy to follow.

4. Thinking vs. Speaking

When speaking spontaneously...

- A. I translate in my head and lose flow.
- B. I start speaking but doubt my word choice.
- C. I talk and focus on the message.

5. Cultural Awareness

When I work with international colleagues...

- A. I'm not sure what's considered polite or natural.
- B. I sense differences, but don't always know how to adapt.
- C. I adjust my tone and directness depending on who I speak to.

6. Message Structure

Before I speak or write, I usually...

- A. collect all details before I start.
- B. know my idea but take a long time to get to the point.
- C. start with my key message, then explain briefly.

7. Tone & Presence

In English, I usually sound...

- A. correct, but distant.
- B. polite, but not natural.
- C. confident, warm and approachable.

8. Mistakes & Mindset

When I make a mistake in English...

- A. I feel embarrassed or lose confidence.
- B. I correct myself immediately.
- C. I notice it but keep the flow going.

9. Self-Expression

When I can't find a word...

- A. I stop or switch to German.
- B. I explain it with another phrase.
- C. I use examples or metaphors to express my meaning.

10. Growth Focus

When I think about improving my English, I want to...

- A. avoid mistakes and sound more correct.
- B. speak more fluently and naturally.
- C. communicate with more confidence and ease.

Your Results

What Your Answers Reveal

Count how many A, B or C answers you chose.

Your dominant letter shows your current communication profile.

A – The Careful Communicator

You value accuracy, politeness and structure – strong qualities in business.

But in English, these habits can make you sound distant or overly formal.

Coaching Insight:

Try focusing on clarity before completeness.

Shorter sentences and simpler words often make you sound more professional, not less.

Try this:

Before sending an email, reduce each paragraph to one main idea.

Replace formal openers like "I hereby would like to inform you" with "Just a quick note to let you know..."

B – The Capable but Cautious Speaker

You have a solid command of English, but your inner critic often slows you down.

You might translate too much or overthink word choices.

Coaching Insight:

You don't need perfect English – you need flow.

When your brain feels safe, it performs better.

Try this:

Before meetings, note 3 key phrases you'll use.

Focus on the message, not the language.

C – The Confident Connector

You communicate openly, clearly and adapt your tone well.

You're ready for the next step: refining how you connect across cultures.

Coaching Insight:

Clarity is your strength – now focus on nuance and emotional precision.

Try this:

Observe how others soften direct feedback in English.

Practise "positive directness" – honest, but kind.

Reflection & Next Steps

Reflect and Apply

Take a few minutes to reflect on your results.

Ask yourself:

What did I learn about my communication habits?

Where do I want to become more confident or flexible?

Which of my strengths can I use more consciously?

If you'd like to talk about your results and explore your next step,

I offer a short 20-minute Clarity Call.

No grammar, no test – just a conversation about how to use your English with more ease and impact.

 [Book your Clarity Cal](#)

Copyright & Use

This workbook is protected by copyright law. It may be used for personal reflection only and must not be copied, modified, or distributed without written permission from the author.